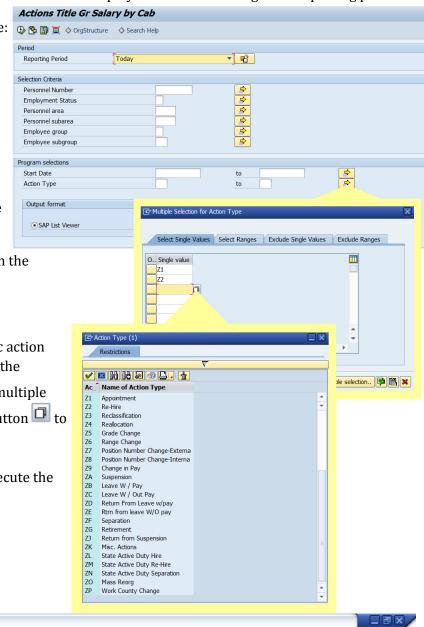


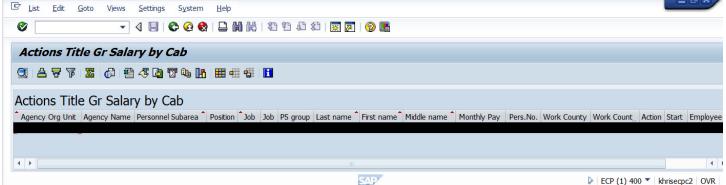
Actions/Title/Grade/Salary by Cab – Report Instructions



Use this report to list personnel and organizational actions for employees within the designated reporting period.

- 2. Click the **Enter** button **②** or press **Enter** to continue.
- 3. *Org Structure* Choose the appropriate organizational structure from the selection tree.
- 4. *Reporting Period* Choose a period from the list.
- 5. (Optional) Enter additional search criteria in the *Selection Criteria* section
- 6. Start Date (Optional) Enter a start date.
- 7. Action Type (Optional) Designate a specific action type by keying in the field provided or click the **Multiple Selection** icon to report on multiple action types. Select the **Possible Entries** button to view a listing of actions available.
- 8. Click the **Execute** icon or press **F8** to execute the report.
- 9. The report displays.





10. Click the **Back** button or press **F3** to exit the report.